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When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, they should be added. Refer to instructions on adding a creditor.

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **File Claims** hyperlink.

The **Search for Creditor** screen will display.

Enter **Case Number**

Enter the **Name of creditor** filing the claim.

Note: Only enter the first word of the creditor's name, i.e. American Express- enter American, John Smith - enter John, etc...

Click **Next** to search the creditor database for this claimant.

Caution: Initially, always search with the default of blank blue bar space in the **Type of Creditor** box. When a matrix is uploaded into the system the Creditor Type field defaults to Creditor. If this search does not reveal the creditor name and address, use the back button, change **Type of Creditor** to **20 Largest or Notice of Appearance** and search.

Click **Next**.

The **Creditor Selection** screen will then display the creditor who matches the search criteria.

Note: If no search criteria was entered on the Search for Creditor screen, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors.

Select the desired creditor.

Click **Next**.

A separate window will pop up indicating whether or not the creditor has filed any claims, in addition you will be asked to verify if this is the correct creditor.

The **Proof of Claim Information** screen displays the specific claim information for each claim.

Caution: Do not enter the "\$" or **commas** in the dollar amount fields.

Values default to whole dollars.

Decimals are accepted but not required.

Use the down arrow and select the proper role type in the **Filed By:** field..

Enter the **amount claimed** in the appropriate fields.

The Description and Remarks fields are for court use only and will appear on the [Claims Register](#).

The **Total Amount Claimed** field will total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.

When you have completed this screen, click **Next**.

Click **Browse**, then navigate to the directory where the appropriate pdf claim form is located and select it with your mouse to attach the claim form.

Note: The PDF file of this claim form may include additional documents as exhibits. These exhibits may be supporting documentation or collateral information. Be sure to keep the entire Claim PDF document, with exhibits below the 25 page (or 3MB) limit. If the document is larger than the 25 page or 3MB limit, it will need to be included as an attachment. The attachment is available for viewing from the [Claims Register](#) Report and is located below the claim number.

If a claim and supporting documentation (contracts, invoices, or other supporting documents can be linked to this claim) is greater than 25 pages or 3MB limit, it will need to be included as an [attachment](#).

The **Notice of Electronic Claims Filing** is then produced and displayed. This claim is now part of the official court record.

Source URL (modified on 03/17/2015 - 3:08pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/proof-claim>